



Department of Administrative Services Customer and Employee Relations **Job Announcement**

ANNOUNCEMENT #: 200655

POSITION: Property and Supply Supervisor

LOCATION: Surplus Property Division
Atlanta Surplus Property Center
2072 North Bibb Drive
Tucker, GA

APPLICATION DEADLINE: 10/06/06

WHO MAY APPLY: All Applicants

PAY GRADE: 10

PAY GRADE SALARY RANGE: \$1,786.24-\$3,127.98 per month, depending on qualifications

GENERAL DESCRIPTION: The Property and Supply Supervisor will be responsible for supervising the staff and operations of the Atlanta Surplus Property Center. Duties include identifying surplus property, completing necessary forms for transfer of property, and property disposal. This position will also supervise the receipt of property, conduct cycle counts of property, and ensure proper storage of inventory.

MINIMUM QUALIFICATIONS: Two (2) years of experience as a supervisor or lead worker in a warehouse environment

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Supervisory experience in shipping and receiving
- Experience in using Microsoft Excel
- Experience in using Microsoft Word
- Experience in using Microsoft Outlook
- Forklift Certification